

**THE NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION QUALITY PROCEDURES**

Title:  ISO Steering Committee (ISOSC)	Procedure Number: 00-0000-012-02	Revision Number: 0	Date Effective: 7 May 98
	Prepared By:  Sondra D. Gutkind	Approved By:  Sondra D. Gutkind	Page:  1 of 2

**1.0 PURPOSE**

To define the responsibilities and membership of the ISO Steering Committee (ISOSC).

**1.1 SCOPE**

This procedure applies to the Pilot Programs (PP) that are certified to the Division Management System (DMS).

**1.2 RESPONSIBILITIES**

1.2.1 Division ISO Program Manager (DISOPM) is the chair of the ISO SC.

1.2.2 Pilot Program Department Heads (PPDHs) are responsible to attend and support the ISOSC; if they can not attend, they designate a person who will represent them and have the authority to act for them at the ISOSC.

1.2.3 ISO Steering Committee (ISOSC) is responsible for reviewing effective implementation of the DMS as it relates to the PP's including reviewing and recommending revisions to the Division Quality Manual (DQM) and Division Quality Procedures (DQPs).

**1.3 DEFINITIONS**

1.3.1 ISO Steering Committee (ISOSC): The committee responsible for reviewing the progress of DMS implementation and whose membership consists of the DISOPM, Division Lead Auditor (DLA) and PPDHs.

**1.4 PROCEDURE**

1.4.1 The DISOPM chairs the ISOSC, ensures that ISOSC action items are completed, ensures that minutes are taken, distributed and retained.

1.4.2 The PPDHs are required to attend ISOSC meetings, support the ISOSC by providing the DISOPM the required information, and implementing the action items resulting from the ISOSC meetings. If the PPDH can not attend, the PPDH may be represented by a designee empowered to act on the PPDH's behalf.

1.4.3 The DISOPM calls meetings of the ISOSC as necessary. The meetings discuss issues that may include but are not limited to the following:

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- Review of DMS suitability issues such as internal audits and corrective and preventive actions.
- Review and resolution of issues and initiatives that impact inter/intra functional lines.
- Review of DMS Tier I Quality Manual (Division Commander has approval authority procedures as per DQP [00-0000-052-01](#)).
- Review of DMS Tier II procedures and revisions and submitting comments to DISOPM (DISOPM has approval authority of Tier II procedures as per DQP [00-0000-052-01](#)).
- Support for the ESB Management Review (MR) process by providing relevant information and data as requested by DISOPM, Directors and/or Division Commander and Director.
- Monitor progress of new pilot programs and provide assistance, if needed.
- Monitor suitability of DMS in order to retain certification.
- Establish Working Groups, as needed, to address specific issues and report findings and/ or recommendations to ISOSC for action.
- Review findings/recommendations of working groups and take appropriate action, as necessary.
- Make recommendations for the improvement of the DMS.
- Work together to ensure continued certification.

1.4.4 Minutes of the meeting will be taken, distributed and retained by the DISOPM or designee.

1.5 REFERENCES

*1.5.1* DQP [00-0000-052-01](#)

1.6 RECORDS

*1.6.1* ISOSC Minutes

1.7 ATTACHMENTS

None